

# PCard Questions & Answers

**Q1.** What is the purpose of the UNLV PCard program?

**A1.** The Purchasing Card Program (PCard) is an efficient and cost---effective way individual employees can make small---dollar purchases, and at the same time, reduce the costs associated with initiating and paying for those purchases.

**Q2.** How can I find out more about UNLV's PCard program?

**A2.** UNLV's PCard has its own web---site, would you like me to send you a link?

<http://www.unlv.edu/purchasing/pcard>

UNLV's PCard User Manual can be found at: Would you like me to send you a link?

[http://www.unlv.edu/sites/default/files/page\\_files/182/PCard%20Manual\\_Final\\_Rev%205.0.pdf](http://www.unlv.edu/sites/default/files/page_files/182/PCard%20Manual_Final_Rev%205.0.pdf)

**Q3.** Who can apply for a PCard?

**A3.** Subject to line management approval, a UNLV employee, employed on a full---time basis, may apply to become a PCard holder. Student workers are not eligible to become PCard users.

**Q4.** How do I apply for a PCard?

**A4.** The UNLV PCard Application process can be accessed visiting:

<http://www.unlv.edu/news-story/unlv-pcard-application> and following the instructions provided. Would you like me to send you a link?

<http://www.unlv.edu/news-story/unlv-pcard-application>

**Q5.** Are there any PCard limits or regulations?

**A5.** The PCard program is actively managed by the PCard Team within the Department of Purchasing and Contracts. The PCard program regulations are provided in detail in the PCard User Manual, would you like me to send you a link to it?

[http://www.unlv.edu/sites/default/files/32/PCard\\_Manual\\_Final\\_Rev\\_4\\_1.pdf](http://www.unlv.edu/sites/default/files/32/PCard_Manual_Final_Rev_4_1.pdf)

**Q6.** Is training required for new PCard holders?

**A6.** Training for new PCard holders is mandatory and a PCard will not be issued, or a liaison role approved, until the applicant has attended training, passed the quiz, and the PCard Team approves the application.

**Q7.** Will my supervisor be required to undertake training if they are not a PCard holder or Liaison?

**A7.** Yes, supervisors and approving officials will be required to take a short online training and pass a brief quiz.

**Q8.** May I use my PCard for any type of transaction?

**A8.** No, there are a number of types of purchases that cannot be made with a PCard. The PCard is for small dollar, non---recurring purchases and cannot be used to circumvent established purchasing policies or as a substitute for the appropriate payment method (PO, PV, etc.) This list may be found in the PCard Manual, would you like me to send you a copy of the link to you?

[http://www.unlv.edu/sites/default/files/32/PCard\\_Manual\\_Final\\_Rev\\_4\\_1.pdf](http://www.unlv.edu/sites/default/files/32/PCard_Manual_Final_Rev_4_1.pdf)

**Q9.** If I change departments on the UNLV campus, do I get to keep my PCard?

**A9.** No. If you change departments at UNLV, your card will be cancelled and you must complete and submit a new application.

Would you like me to send you a link to the application form?

<http://www.unlv.edu/news-story/unlv-pcard-application>

**Q10.** Why might a PCard be cancelled?

**A10.** There are many reasons why a PCard might be cancelled, here are a few of them:

- a) The cardholder's request
- b) Transfer of a cardholder to a different department
- c) Termination of the employment of the cardholder with UNLV
- d) The request of their Supervisor or Approving Official
- e) The request of the Director of Purchasing (or their delegated appointee)
- f) The request of the issuing bank (JP Morgan Chase)

**Q11.** Can anyone use my PCard?

**A11.** No, only the designated cardholder named on the card may use the UNLV PCard or the PCard number for Purchases.

**Q12.** What is a Departmental Card?

**A12.** Please contact the PCard Team for further information on Departmental Cards.

**Q13.** What do I do if I lose or have my PCard stolen?

**A13.** If you lose or have your PCard stolen, you must IMMEDIATELY call the card issuing bank, JP Morgan Chase at 1---800---316---6056. You should also notify the PCard team at (702) 774-2273 or PCardUNLV@UNLV.edu.

**Q14.** How do I log into the JPMorgan PCard web---site?

**A14.** The PCard Team has information on their web---site regarding logging in, reconciling PCard transactions, and running the Statement of Account. You may also obtain information by either calling the PCard Team on (702) 774---2273 or by e---mailing PCardUNLV@UNLV.edu.

**Q15.** Which bank provides the PCard service and how can they be reached?

**A15.** JP Morgan Chase is the PCard provider and its customer service department can be reach by telephone on: 1---800---316---6056.

**Q16.** What is the bank's web---site address I need to go to reconcile PCard transactions? A16. The web---site address to reconcile PCard transactions may be found at:

<https://www.paymentnet.ipmorgan.com>

Would you like me to send you a link?

**Q17.** May I use my PCard for Hosting?

**A17.** Yes, hosting is allowed on the PCard as long as it is an allowable expense. Additionally, Host expenses must conform to the policy and procedures contained in the UNLV Host Policy. Specifically, the IRS substantiation for hosting transactions. (Who, what, when, where, why, and how much?) A tip for making sure your hosting documentation is complete is to use the host form found on the Accounts Payable web-site.

Would you like me to send you a link to the Host Policy?

<http://www.unlv.edu/controller/accountspayable/hosting>

Card holders must also comply with NSHE's Procedures and Guidelines Manual, Chapter 5 Section 1.

(NOTE: Prior authorization is no longer allowed on the PCard application form. It is recommended that Hosting Form be used to meet this requirement. All transactions require written approval at the Dean's Level or above.)

**Q18.** What travel expenses may I pay for with my PCard?

**A18.** Travel expenses must conform to the policies and procedures of the UNLV Travel Program. Would you like me to send you a link to that information?

<http://www.unlv.edu/controller/travel-program>

Travel expenses allowed to be purchased on the PCard are:

- a) Conference Registration
- b) Airline Ticket
- c) Some Checked Baggage Fees
- d) Parking
- e) Rental Car (State Contracted Vendors)
- f) Gas for Rental Cars
- g) Lodging
- h) Toll Fees
- i) Taxis, Shuttles, Bus Service
- j) Per Diem meals and gas for personal vehicles ARE NOT ALLOWED to be purchased with the PCard.

**Q19.** What are my responsibilities as a PCard holder?

**A19.** The Cardholder is responsible for:

- a) Attending initial and any additional training required.
- b) Consulting the manual (and subsequent revisions) to ensure proper use of the card.
- c) Safeguarding the card and card account number.
- d) Following all UNLV, NSHE, State, Federal and Purchasing guidelines when making a purchase. If unfamiliar with existing guidelines, contact the appropriate departments for assistance.
- e) Ensuring the PCard is used for official UNLV purchases and not for personal use.
- f) Alerting suppliers that UNLV is tax exempt.
- g) Obtaining all supporting documentation for each transaction at the time of purchase.
- h) Following up and resolving any returns, credits, billing errors and disputed charges.
- i) Ensuring monthly reconciliations are completed correctly and on time. Although a liaison may facilitate the reconciliation process, the ultimate responsibility falls on the cardholder, who must obtain the appropriate supporting documentation at the time order is placed and must ensure all documentation is given to the liaison. Additionally, to avoid possible suspension of the card, the cardholder/liaison must ensure the accuracy of the accounts being charged during the reconciliation process and confirm that there are adequate funds available to cover any charges placed with the PCard.
- j) Run the Statement of Account, review and attach the supporting documentation, and sign to attest to its accuracy.
- k) Ensuring Statement of Accounts is submitted to supervision for approval at the end of EACH monthly cycle.
- l) Reporting a lost or stolen card IMMEDIATELY to JP Morgan Chase at 1-800-316-6056. The department and cardholder have full liability for all purchases until the card is

reported lost or stolen. The cardholder should then contact the PCard Team as soon as possible.

m) Returning card to the PCard Team upon termination of employment, transfer to another department or at the request of your supervisor, Approving Official, or at the request of the Director of Purchasing (or his/her delegated appointee.)

n) Refer to the Record Keeping and Documentation, Section VIII, for record keeping and documentation responsibilities.

**Q20.** What are my responsibilities as a PCard Liaison?

**A20.** The Liaison is responsible for:

- a) Attending initial and any additional training required and consulting the PCard manual (and subsequent revisions) to ensure proper use of the card.
- b) Verifying supporting documentation for their cardholder's transactions is correct and complete. Purchasing Card User Manual.
- c) Ensuring monthly reconciliations for their assigned cardholders are completed correctly and on
- d) Ensuring the Statement of Account (with all supporting documentation attached) is submitted to the cardholder and supervision for review and approval at the end of EACH monthly cycle.
- e) Alerting Supervisor and PCard Team of any suspected improper or inappropriate use.

**Q21.** What are my responsibilities as a PCard holder's Supervisor?

**A21.** The Supervisor is responsible for:

- a) Completing Supervisory/Approving Official PCard Training and any additional training necessary.
- b) Consulting the PCard manual (and subsequent revisions) to ensure proper use of the card.
- c) Ensuring the integrity of the PCard program.
- d) Approving a PCard application by determining that the applicant has a true business need to purchase small-dollar goods or services.
- e) Knowing and enforcing compliance of the rules of the program as stated in the UNLV PCard manual (and subsequent revisions), NSHE, State, Federal and Purchasing guidelines.
- f) Ensuring additional internal policies set by the Approving Official are implemented and enforced consistently.
- g) Ensuring monthly reconciliations are completed correctly and on @me.
- h) Ensuring that every Statement of Account (with all supporting documentation attached) is thoroughly reviewed and signed/approved at the end of EACH cycle.
- i) Notifying the PCard Team immediately should any cardholder under their approval authority leave the employment of the department, UNLV, or for any other reason regarding loss of cardholder status.

**Q22.** What are my responsibilities as a PCard Approving Official?

**A22.** The Approving Official is responsible for:

- a) Completing Supervisory/Approving Official PCard Training and any additional training necessary.
- b) Consulting the PCard manual (and subsequent revisions) to ensure proper use of the card.
- c) Ensuring the integrity of the PCard program.
- d) Approving a PCard application by determining that the applicant has a true business need to purchase small-dollar goods or services.
- e) Knowing and enforcing compliance of the rules of the program as stated in the UNLV PCard manual (and subsequent revisions), NSHE, State, Federal and Purchasing guidelines.
- f) Setting any additional internal policies at the department level. If a department has additional controls, it is the department's responsibility to communicate to their cardholders these policies and enforce them consistently.
- g) Ensuring monthly reconciliations are completed on @me.
- h) Ensuring that every Statement of Account is thoroughly reviewed and signed/approved at the end of EACH cycle.
- i) Notifying the Coordinator immediately should any cardholder under their approval authority leave the employment of the department or UNLV, or for any other reason regarding loss of cardholder status. In addition, the approver must collect and destroy all cards from such cardholders.

**Q23.** What is the billing cycle for the PCard?

**A23.** The billing cycle begins on the 26th of each month, and ends on the 25th of the following month. Each cardholder will then have an additional seven (7) business days to review and reconcile each transaction. On the eighth business day after the cycle ends the reconciled transactions will be closed to further editing and uploaded into Advantage by the PCard team. If the reconciliation is not performed during the reconciliation period, the "default" account number associated with each PCard may be used.